

Development Application for Zoning By-law Amendment

Complete Application

The application must be completed by the owner or authorized agent. If the application is being submitted by an agent, the owner's written authorization is required. If the lands subject to this application are owned by more than one owner, the authorization of all owners is required. Submission of this application constitutes consent for authorized municipal staff to inspect the subject lands.

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety and welfare of future residents. Sufficient studies for the completion of the application should be carried out prior to submission and should be reflected in the application form.

Online Application Process

All applications must be submitted online via the County's CityView Portal. The portal can be accessed here: [Welcome - CityView Portal](#). The applicant will submit the materials required as part of a complete application. Once the County confirms receipt of a complete submission, the applicant will be contacted and provided further directions for payment options.

Pre-Consultation Meeting:

Pre-Consultation is highly recommended for Zoning By-law Amendment applications. The purpose of a Pre-Consultation meeting is to provide the applicant with an opportunity to present the proposed development, discuss potential issues, and for the Norfolk County and external agencies to identify the application requirements. The requirements, as detailed in the Pre-Consultation meeting comments, are valid for one year after the meeting date.

User Fees:

The planning application fee will be determined when the application can be deemed complete according to Norfolk County Community Planning user fees: [User Fees | Norfolk County](#)

Additional agency plan review fees may apply. Please see below for more information and forward fees directly to the applicable agency, as required:

Grand River Conservation Authority

[Plan Review fees | Grand River Conservation Authority](#)

Long Point Region Conservation Authority

[Planning Fees - Long Point Region Conservation Authority](#)



Cash, debit, credit or cheque payable to Norfolk County in the amount set out in the User Fees By-Law that will be accepted and deposited once the application has been deemed complete.

Development Application Process

Norfolk County staff will circulate the complete application to adjacent landowners, public agencies, and internal departments. Planning Act decision timeframes will apply in accordance with the provisions of Section 34 of the Planning Act. Norfolk County collects personal information submitted through this form under the authority of the Municipal Freedom of Information and Protection Act. Norfolk County will use this information for the purposes indicated by this form. Questions about collecting personal information can be directed to Norfolk GIS Services at NorfolkGIS@norfolkcounty.ca.

Additional studies required for a complete application along with peer reviews may be required and shall be provided at the applicant's sole expense. In these cases, Norfolk County staff will select the company to complete the peer review.

Norfolk County will refund the original fee if applicants withdraw their applications before circulation. If Norfolk County must recirculate your drawings, there will be an additional fee. If Norfolk County must do more than three reviews of engineering drawings due to revisions by the owner or failure to revise engineering drawings as requested, Norfolk County will charge an additional fee.

Contact Us

For additional information or assistance completing this application, please contact a Planner at 519-426-5870 or planning@norfolkcounty.ca.

Notification Sign Requirements

For public notification, Norfolk County will provide you with a sign to indicate the intent and purpose of the development application. It is your responsibility to:

1. Post one sign per frontage in a conspicuous location on the subject lands.
2. Ensure one sign is posted at the front of the subject lands at least three feet above ground level and not on a tree.
3. Notify the Planner when the sign is in place.
4. Maintain the sign until the development application is finalized and, after that, remove it.



For Office Use Only:

File Number	_____	Public Notice Sign	_____
Related File Number	_____	Application Fee	_____
Pre-consultation Meeting	_____	Conservation Authority Fee	_____
Application Submitted	_____	Well & Septic Info Provided	_____
Complete Application	_____	Planner	_____

Check the type of planning application(s) you are submitting.

- Zoning By-Law Amendment – Regular
- Zoning By-Law Amendment - Major
- Zoning By-Law Amendment - Minor
- Temporary Use By-law

Property Assessment Roll Number: 33503002300

A. Applicant Information

Note: It is the responsibility of the owner to notify the Planner of any changes in ownership or authorized applicant within 30 days of such a change

Name of Owner 2369929 Ontario Ltd.

Address 26 Main Street PO Box 1152

Town and Postal Code Waterford ON N0E 1Y0

Phone Number _____

Cell Number 519-909-9290

Email tom@teamohara.com

Name of Authorized Applicant Same as Owner

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____



Email _____

Name of Authorized Agent G. Douglas Vallee Limited (Vallee)

Address 2 Talbot Street North

Town and Postal Code Simcoe ON N3Y 3W4

Phone Number 519.426.6270

Cell Number _____

Email scottpuillandre@gdvallee.ca

Unless otherwise directed, Norfolk County will forward all correspondence and notices regarding this application to both owner and agent noted above.

Owner Agent Applicant

Names and addresses of any holder of any mortgagees, charges or other encumbrances on the subject lands:

B. Location, Legal Description and Property Information

1. Legal Description (include Geographic Township, Concession Number, Lot Number, Block Number and Urban Area or Hamlet):

Part of Lot 5 Concession 8 Townsend and Part of Lot 1 Plan 97-B and all of Parcel A Plan 97-B in Waterford, Norfolk County.

Municipal Civic Address: 257 West Church Street

Land acquisition date (if known): 2013

Present Official Plan Designation(s): _____

Present Zoning: R1-B, R4, R6

2. Is there a site-specific provision on the subject lands?

Yes No If yes, please specify the corresponding number:

14.1035

3. Present use of the subject lands:

NA

4. Please describe **all existing** buildings or structures on the subject lands and whether they will be retained, demolished or removed.

Vacant

5. If an addition to an existing building is being proposed, please explain the proposed use.

NA

6. Please describe **all proposed** buildings or structures/additions on the subject lands.

118 rental townhouse dwellings with one residential accessory structure / community building

7. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being of cultural heritage value or interest?

Yes No

If yes, identify and provide details:

8. If known, the length of time the existing uses have continued on the subject lands:

Decades

9. Existing use of abutting properties:

Light Industrial, residential

10. Are there any easements or restrictive covenants affecting the subject lands?

Yes No

If yes, describe the easement or restrictive covenant and its effect:

Easement over Part 2, Plan 37R-11711 as in Instrument No. NR535805: Easement over Part 2, Plan 37R-11711 as in Instrument No. NR542373

C. Purpose of Development Application

Note: Please complete all that apply.

1. Please describe the proposed development on the subject lands:
ZBA to change the zoning of the lands to R4 to permit the construction of 118 purpose built townhouse rental units with associated residential accessory structure / community building.

2. Please explain why it is not possible to comply with the provisions of the Zoning By-law :
See planning justification report provided by G. Douglas Vallee Limited

3. Have the subject land or lands within 120 metres ever been and/or currently are the subject of a Planning Act application:
 - Plan of Subdivision Yes No
 - Official Plan Amendment Yes No
 - Zoning Bylaw, or Zoning Order Amendment Yes No
 - Site Plan Yes No
 - Consent/Minor Variance Yes No

If yes, indicate the application file number and the status of the application OPNPL2023082 - approved, ZNPL2023083 - approved, ZNPL2023083 - conditionally approved

D. Previous Use of the Property

1. Has there been an industrial or commercial use on the subject lands or adjacent lands?

Yes No Unknown

If yes, specify the uses (for example: gas station or petroleum storage):

Site of old Agricultural Cooperative - full Record of Site Condition (RSC) completed and filed with province.

2. Is there reason to believe the subject lands may have been contaminated by former



uses on the site or adjacent sites?

Yes No Unknown

3. Provide the information you used to determine the answers to the above questions:
RSC filed with the province. Full site remediation completed to provincial standards as part of the RSC process.

4. If you answered yes to any of the above questions in Section D, a previous land use inventory showing all known former uses of the subject lands, and/or when applicable, the adjacent lands, is required.

Is the land use inventory of former land uses attached? Yes No

E. Provincial Planning Statement

1. Is the requested amendment consistent with the Provincial Planning Statement issued under subsection 3(1) of the *Planning Act, R.S.O. 1990, c. P. 13*?

Yes No

If no, please explain:

2. It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the Provincial Planning Statement?

Yes No

If no, please explain:

3. Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection?

Yes No

If no, please explain:

Not in WHPA



Note: If in an area of source water Wellhead Protection Area (WHPA) A, B or C, Intake Protection Zone (IP-Z), Issue Contributing Area (ICA), please attach relevant information and approved mitigation measures from the Risk Management Official.

4. Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified? Please check boxes, if applicable.

Livestock facility or stockyard

On the subject lands or within 500 meters – distance _____

Significant Woodland

On the subject lands or within 500 meters – distance 30m

Municipal Landfill

On the subject lands or within 500 meters – distance _____

Sewage treatment plant or waste stabilization plant

On the subject lands or within 500 meters – distance _____

Provincially significant wetland or other environmental feature

On the subject lands or within 500 meters – distance 200m

Floodplain

On the subject lands or within 500 meters – distance _____

Rehabilitated mine site

On the subject lands or within 500 meters – distance _____

Non-operating mine site within one kilometre

On the subject lands or within 500 meters – distance _____

Active mine site within one kilometre

On the subject lands or within 500 meters – distance _____

Industrial or commercial use (specify the use(s))

On the subject lands or within 500 meters – distance 30m

Active railway line

On the subject lands or within 500 meters – distance _____

Seasonal wetness of lands

On the subject lands or within 500 meters – distance _____

Erosion

On the subject lands or within 500 meters – distance _____

Abandoned gas wells

On the subject lands or within 500 meters – distance _____



F. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

Municipal piped water

Individual wells

Communal wells

Other (describe below):

Storm Drain

Storm sewers

Open ditches

Other (describe below):

Sewage Treatment

Municipal sewers

Communal system

Septic tank and tile bed in good working order

Other (describe below):

Existing or proposed access to subject lands

Municipal road

Provincial highway

Unopened road

Name of road/street: Nichol, McCool, and West Church Street

Other (describe below):

2. Does the application require development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent produced per day as a result of the development being completed?

Yes No

If yes, provide (i) Servicing Options Report and (ii) hydrogeological report with submission.

G. Other Information

1. Does the application involve a local business?

Yes No If yes, how many people are employed on the subject lands?



Unknown

- 2. Indicate below or on a separate attachment, the applicant's proposed strategy for consulting with the public on the request for a zoning by-law amendment.

Social Media and Statutory Public Meeting

- 3. Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.

Application represents significant downzoning from currently approved land use permissions.

H. Supporting Material to be submitted by Applicant

In order for your application to be considered complete, folded hard copies and an electronic version of the site plan drawings, additional plans, studies and reports will be required in addition to a sketch plan in accordance with [Ontario Regulation 545/06](#).

A sketch showing, in metric units:

- a) the boundaries and dimensions of the subject land;
- b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- c) the approximate location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that,
 - i. are located on the subject land and on land that is adjacent to it, and
 - ii. in the applicant's opinion, may affect the application;
- d) the current uses of land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- f) if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- g) the location and nature of any easement affecting the subject land



The following additional plans, studies and reports, including but not limited to, **may** be required as part of a complete application submission:

- On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- Cut and Fill Plan
- Erosion and Sediment Control Plan
- Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)
- Plan and Profile Drawings
- Site Servicing Plan
- Storm water Management Plan
- Street Sign and Traffic Plan
- Street Tree Planting Plan
- Tree Preservation Plan
- Archaeological Assessment
- Environmental Impact Study
- Functional Servicing Report
- Agricultural Impact Assessment
- Geotechnical Study / Hydrogeological Review
- Minimum Distance Separation Calculations
- Noise or Vibration Study
- Record of Site Condition
- Stormwater Management Report
- Traffic Impact Study

The approval of the proposed development might be subject to additional federal or provincial legislation, municipal by-laws or other agency approvals.



I. Transfers, Easements and Postponement of Interest

The owner acknowledges and agrees that if required, it is their solicitor's responsibility on behalf of the owner to disclose the registration of all transfer(s) of land and/or easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner to undertake the registration of postponements of any charges in favour of the County.

J. Permission to Enter Subject Lands

Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purpose of making inspections associated with this application, during normal and reasonable working hours.

K. Freedom of Information

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act, R.S.O. 1990, c. P. 13* for the purpose of processing this application.

Tom O'Hara

Apr 29, 2026, 03:20 PM EDT

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Apr 29, 2026, 03:20 PM EDT

Owner/Authorized Applicant Signature

Date

L. Owner's Authorization

If the authorized applicant/agent is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We 2369929 Ontario Ltd. am/are the registered and authorized owner(s) of the lands that is the subject of this application.

I/We authorize G. Douglas Vallee Limited to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

Owner

Date

Tom O'Hara

Apr 29, 2026, 03:20 PM EDT

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Apr 29, 2026, 03:20 PM EDT

Owner

Date



M. Declaration

I, Tom O'Hara of Norfolk County

solemnly declare that:

all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

Declared before me at:

Town of Simcoe

Tom O'Hara

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Apr 29, 2026, 03:20 PM EDT

Owner/Authorized Applicant Signature

In County of Norfolk

This 29 day of April

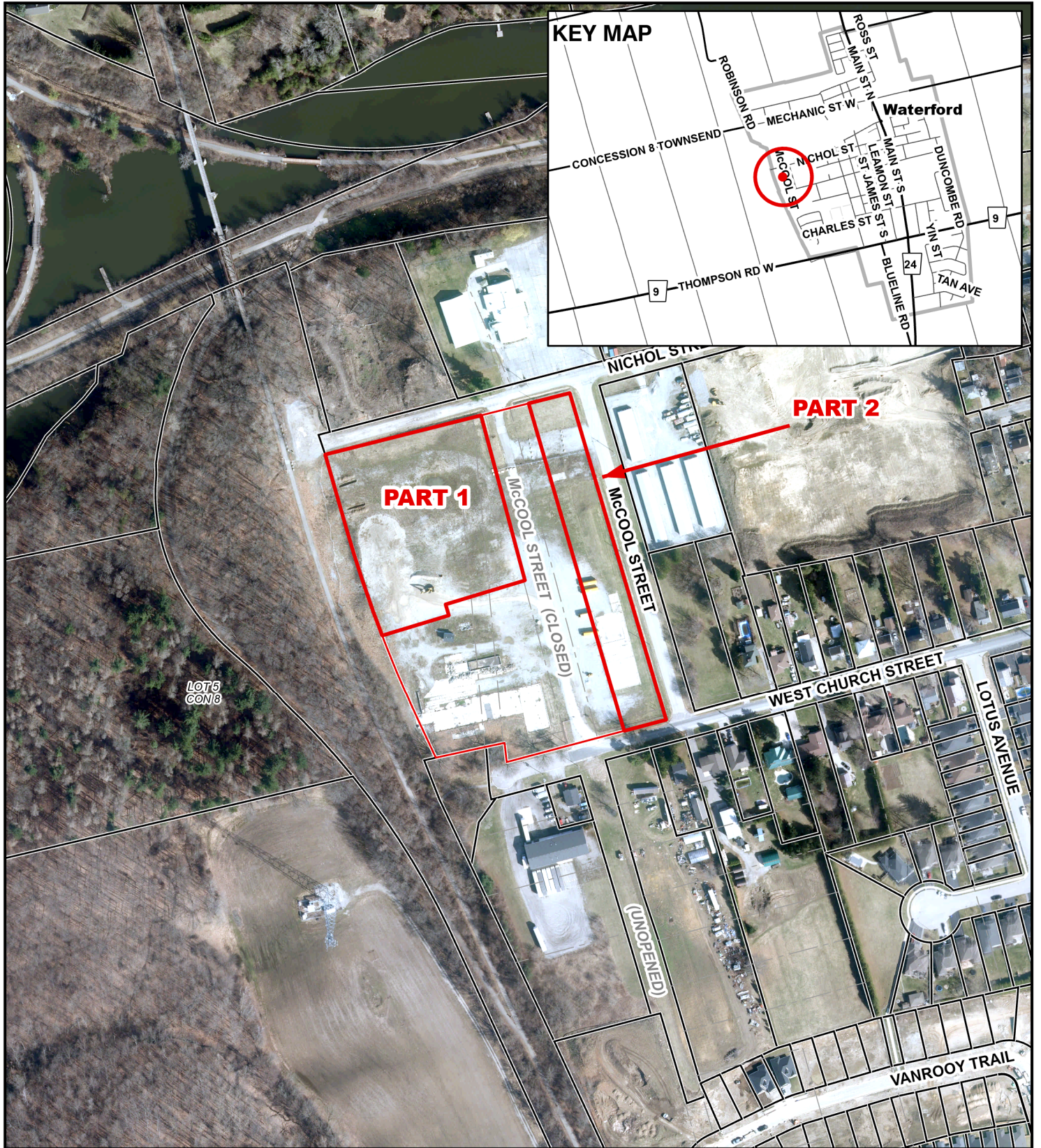
A.D., 2026

[Signature]



SCOTT PULLANDRE,
a Commissioner, etc., Province of Ontario,
for G. Douglas Vallee Limited.
Expires August 19, 2028.

MAP A
CONTEXT MAP
Urban Area of WATERFORD

ZNPL2026096

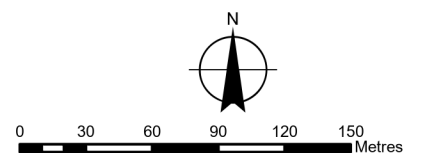


Legend

-  Subject Lands
-  Lands Owned

5/7/2026

2025 Air Photo

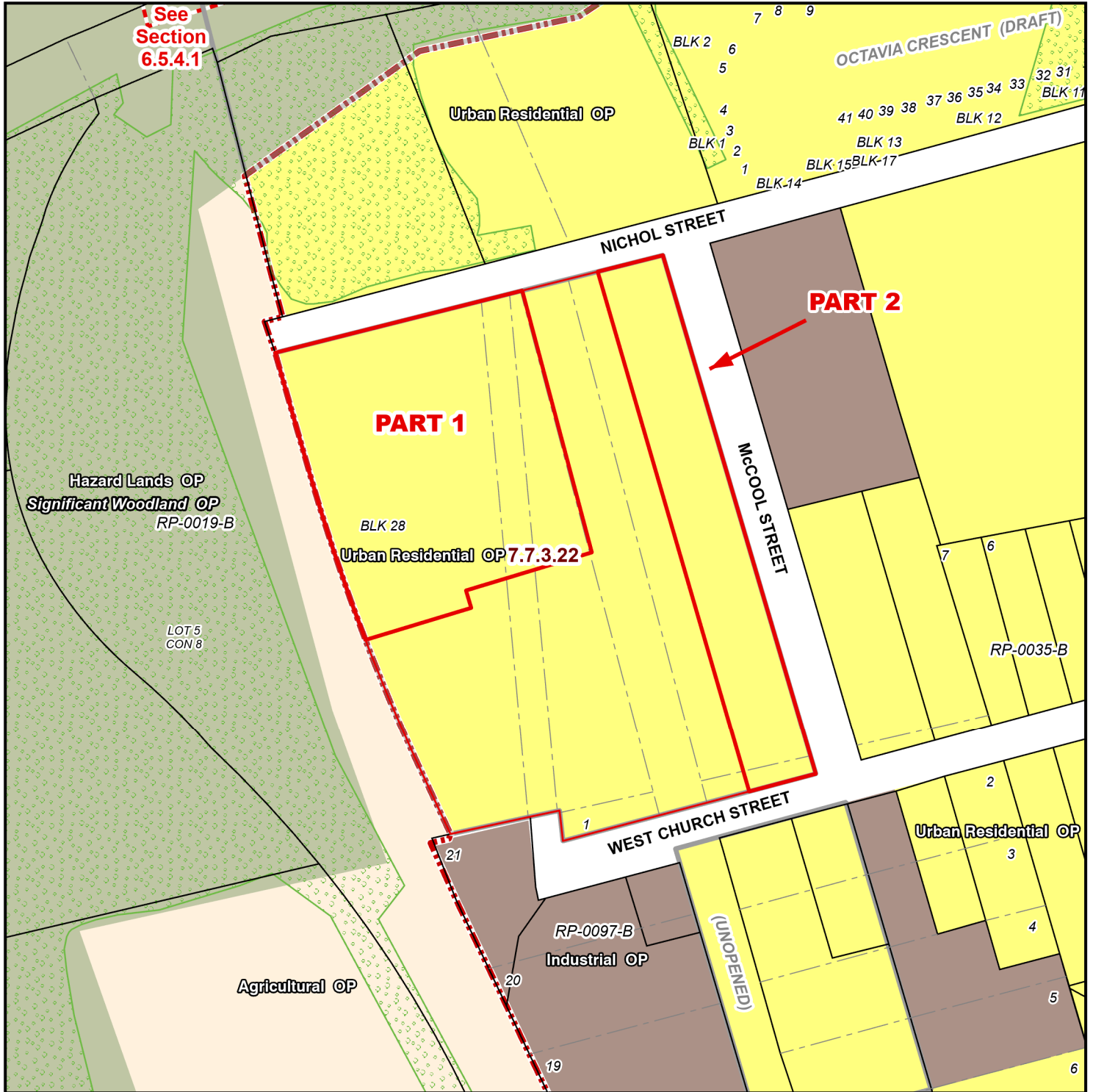


MAP B

ZNPL2026096

OFFICIAL PLAN MAP

Urban Area of WATERFORD



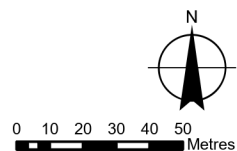
Legend

- Subject Lands
- Lands Owned

Official Plan Designations

- Agricultural
- Hazard Lands
- Urban Residential
- Industrial
- Special Policy Area
- Urban Area Boundary
- Significant Woodland

5/7/2026

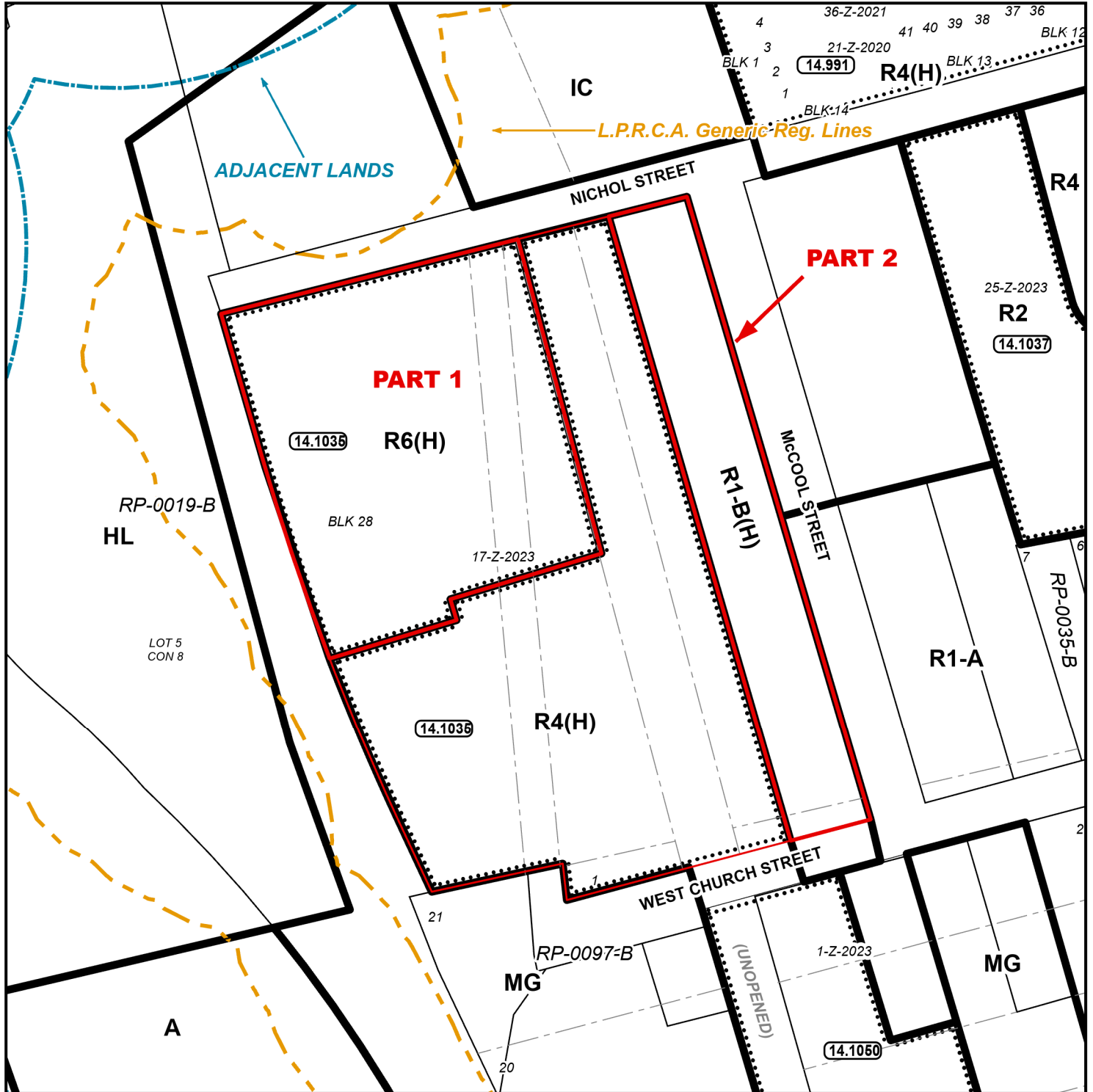


MAP C

ZNPL2026096

PROPOSED ZONING BY-LAW AMENDMENT MAP

Urban Area of WATERFORD



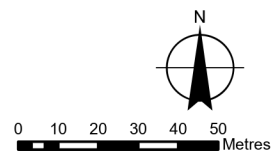
ZONING BY-LAW 1-Z-2014

5/7/2026

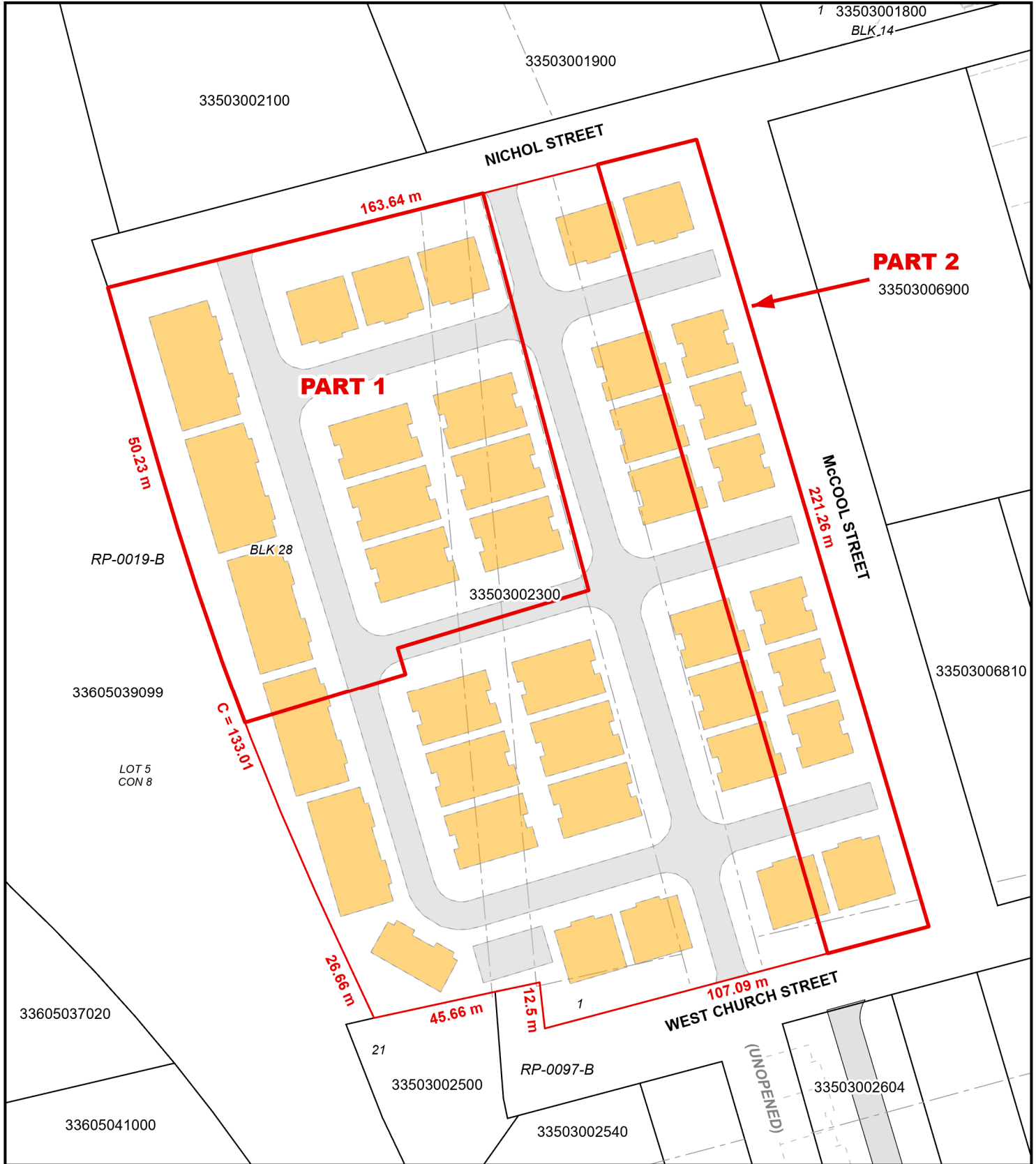
LEGEND

- Subject Lands
- Lands Owned
- Adjacent Lands
- LPRCA Generic RegLines

- (H) - Holding
- A - Agricultural Zone
- IC - Community Institutional Zone
- MG - General Industrial Zone
- HL - Hazard Land Zone
- R1-A - Residential R1-A Zone
- R1-B - Residential R1-B Zone
- R2 - Residential R2 Zone
- R4 - Residential R4 Zone
- R6 - Residential R6 Zone



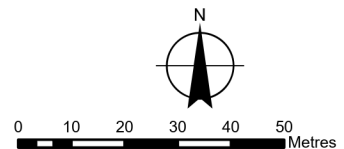
CONCEPTUAL PLAN
Urban Area of WATERFORD



Legend

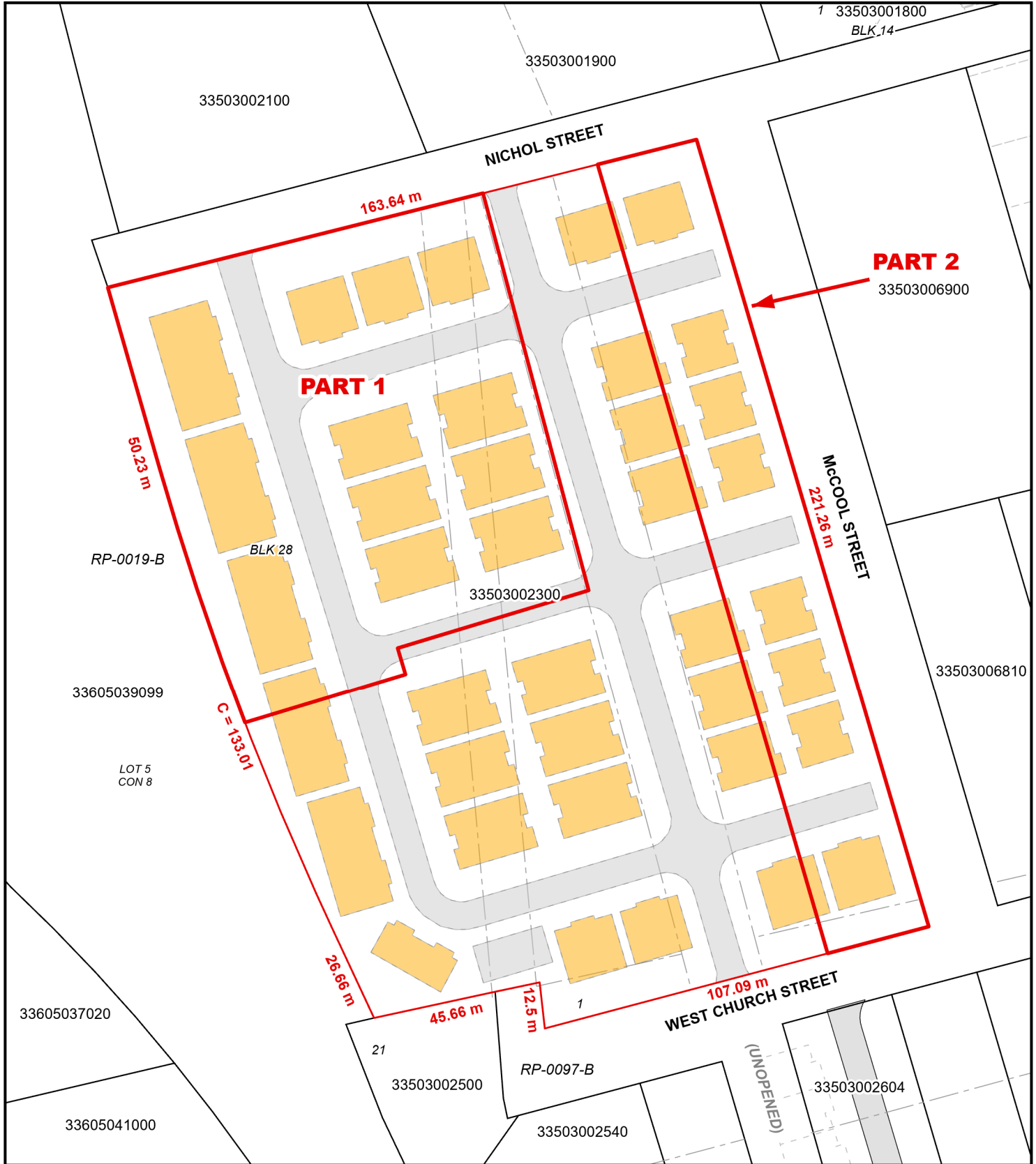
- Subject Lands
- Lands Owned
- Single Family Dwelling
- Multi Family Dwellings
- Park
- Storm Water Pond
- Other

5/7/2026








CONCEPTUAL PLAN

Urban Area of WATERFORD



Legend

- | | | | | | |
|--|---------------|---|------------------------|---|------------------|
|  | Subject Lands |  | Single Family Dwelling |  | Park |
|  | Lands Owned |  | Multi Family Dwellings |  | Storm Water Pond |
| | | | |  | Other |

5/7/2026

